

# Electronic Bankruptcy Noticing Trading Partner Implementation Guide

**April 1998**

# Becoming an Electronic Bankruptcy Noticing Trading Partner

## *Trading Partner Agreement*

The process of becoming an Electronic Bankruptcy Noticing Trading Partner using electronic data interchange (EDI) is straightforward. First you need to contact each Bankruptcy Court Clerk's office from which you would like to receive electronic notices. You may also call the Administrative Office of the U.S. Courts - Bankruptcy Court Administrative Division (BCAD) at 202-273-1547. You will then be asked to complete a Trading Partner agreement for each of these courts. The Trading Partner agreement explains what is expected from you to be involved in EDI noticing. Some major items covered in the agreement:

- Parallel Mode (Paper/Electronic) production period
- What constitutes successful delivery of the EDI notices to you
- Paper backup of noticing if EDI process fails
- Cancellation of EDI services

Please refer to your copy of the Trading Partner agreement to see the details for each of the above items. For technical support call the Bankruptcy Noticing Center at 1-800-262-5055.

## *Trading Partner Set Up Form*

The Trading Partner Set Up Form is a combination information sheet and checklist to use when setting up your EDI system. Please fill this form out completely and fax it to the Bankruptcy Noticing Center at 703-758-7370 after you return your Trading Partner agreement to the bankruptcy clerk's office. The Trading Partner Set Up Form will give the BNC the information needed to properly address EDI bankruptcy notices to you. Please refer to the supplied Trading Partner Setup Form in the appendix.

## *Technical Implementation*

To prepare to receive EDI Court Notices from the BNC, please follow the instructions and suggestions in the following sections describing how to establish an EDI communications pathway between your organization and the BNC.

## *EDI Communication Options*

The BNC uses the Defense Logistic Agency's (DLA) Defense Automatic Addressing System Center (DAASC) for EDI communications with the courts' trading partners. You may choose to receive your EDI court notices via an account on the DAASC Value Added Network (VAN) or at a VAN account of your choice if the VAN is compatible with the DAASC gateway.

When deciding between a third-party VAN and the DAASC VAN as your final EDI collection agent, keep in mind that use of the DAASC VAN for EDI data exchange is free to Trading Partners exchanging data with a state or federal government entity. EDI Court Notices being sent from the U.S. Bankruptcy Courts' fit this free pricing criteria.

Regardless of what option you choose, you will need to be setup on DAASC. The BNC will contact the DLA to sponsor you once the BNC receives your Trading Partner Setup Form along with your first signed

Trading Partner Agreement. The DAASC VAN EDI Help Desk will then contact you to implement your setup on their system. Once you are properly setup, the Help Desk will alert the BNC that communications are ready to be tested. If you chose to establish an EDI account on their system, the Help Desk will also furnish you with a user ID and password to log into your new mailbox.

### ***DAASC VAN Account***

The DAASC VAN allows you to choose from several different communication methods including FTP via the Internet or dial-in, SMTP, Asynchronous dial-in (XModem or Kermit protocols) or Bisynchronous dial-in. The BNC uses FTP via the Internet with FTP dial-in as backup when exchanging data with the DAASC VAN. If you choose to go the FTP route, the DLA offers to you two different implementation options.

The first, and preferred option from the DLA's standpoint, is the "Push" method. When the DAASC VAN receives an EDI notice addressed to you, it will forward the document via FTP to a designated FTP server at your location. To implement this method, the DLA will need access to your FTP server. This means that you will need to furnish DAASC with your FTP server's Internet address and a user id and a password on the server.

The second option is the "Pull" method. Using this option, you log into and poll your mailbox periodically for new incoming EDI documents. Then you transfer the new documents via FTP to your EDI processing system. The "Pull" method may be preferable if your organization does not have an FTP server.

### ***EDI System Communications Setup Considerations***

The information provided in this section is intended only to highlight some of the major considerations you will encounter while setting up your EDI system to communicate via FTP with the DAASC VAN. The BNC strongly recommends that you browse the DLA's DAASC website for additional information about communication options. The Internet address for this site is "<http://traf2.daas.dla.mil>". From the table of contents, check out the hyperlinks for Using DAASC's own dial-in VAN and Internet Access and File Naming Conventions.

### ***FTP Implementation***

Your EDI system should have a backup method for FTP communications with the DAASC VAN. If your system is performing FTP over the Internet with the DAASC VAN, you may want to implement a backup method to establish an FTP session with the DAASC VAN over a dial-up connection. If you will be using dial-up connectivity only, then it is recommended that you have a second phone line for backup, as well as additional DAASC VAN dial-up numbers in place. Please talk to the DAASC VAN EDI Help Desk for more information.

### ***File Naming Conventions***

Files delivered by the DAASC VAN system to your mailbox, whether that mailbox is on the DAASC VAN (see "Pull" method) or being placed by DAASC on your organization's FTP server (see "Push" method), will use the following naming convention. Please note that if you are using a VAN other than DAASC, this naming convention may or may not be preserved.

D<userid><nnn...>.jjj

Where:

D - Literal indicating that this is an incoming file  
<userid> - Your four letter DAASC VAN User ID  
<nnn...> - Unique number generated by the DAASC system  
.- Literal separator between root and Julian date  
jjj - zero padded Julian date

### ***Proper Retrieval of Incoming EDI from the Mailbox (Applies to “Pull” Method Only)***

Retrieve EDI Bankruptcy Court Notices using FTP binary or image mode to ensure that EDI element and/or segment delimiters which may not be ASCII characters are not converted or dropped during transmission

### ***Third-Party VAN Account***

If you will be using a VAN other than DAASC, the DAASC VAN EDI Help Desk will establish a VAN interconnect between the DAASC VAN and your VAN. The system will then forward any EDI documents addressed to you from the BNC to your VAN for delivery to your mailbox.

### ***Mapping the U.S. Bankruptcy Courts’ ANSI ASC X12 175 Court Notice***

The U.S. Bankruptcy Courts’ implementation of the ANSI ASC X12 Court Notice transaction set is described in a separate document available from the BNC titled Electronic Bankruptcy Noticing Mapping Implementation Guide for the ANSI ASC X12 175 Court Notice Transaction Set. Please refer to this document to assist you in setting up your EDI software to translate and process the EDI Court Notices.

### ***BNC EDI Addressing and Processing***

#### ***Routing Bankruptcy Notices to be Transmitted EDI***

The BNC maintains in its production database several tables that determine whether Court Notices will be generated as a printed notice or as an EDI notice. A three-step procedure is used to determine if a Trading Partner will receive a notice electronically:

1. All courts in the BNC system are classified as either an EDI court or not.
2. For each court that is currently participating in EDI Bankruptcy Noticing, the BNC maintains records in a table indicating which specific bankruptcy notice forms can be reformatted for EDI transmission.
3. For each EDI court/recipient combination, two lists are maintained to determine which notices are going to the given EDI recipient. Please remember that the debtor submits the name and address used by the court to send a notice to you. The BNC will use the following

rules to determine if the name and address combination provided by the debtor matches one in the synonym list. The agreed upon synonym list is attached as Exhibit 2 of the Trading Partner Agreement. The matching process is as follows:

- a) Creditor name is normalized. Commas and periods are converted to spaces. Extraneous spaces are removed from the name.
- b) The modified name must exactly match one of the names in the Name Synonym list. If no match is made the matching process fails at this point.
- c) The creditor address is run through Postalsoft software to ensure that it is a valid address. If it is valid, the Zip5+Zip4 is added to the address if necessary. If it is not valid, the matching process fails.
- d) The creditor address is compared to the Address Synonym list for a potential match. A match occurs if any of the following three conditions are met:
  - 1) Zip5+Zip4 (9 digits) matches.
  - 2) Zip5 and P.O. Box match.
  - 3) Each component of the address is compared to its corresponding component in the Address Synonym list for matches. Each particular match is assigned a score. If the total score exceeds the current match success threshold of 80 points, a match has been made.

<u>Item</u>	<u>Points</u>
P.O. Box	5
Street Number	25
Street Name	25
City	30
State	10
Zip5	50
Zip4	5

### ***Receiving EDI 175 Bankruptcy Notices from the BNC***

EDI Bankruptcy Noticing follows the same production schedule as the printed notice process. The BNC polls the courts on Monday through Friday sometime between 4:00 PM and 10:00 PM EST. EDI production typically is run later that night or early the next morning. Provided there were notices to be formatted into EDI received, you can expect to receive one ISA envelope per court per EDI production run.

### ***Confirmation and Acknowledgment of EDI Court Notices Sent***

Per the Trading Partner Agreement, the process of sending Court Notices electronically is considered successful if the notices that the BNC sends to you are delivered successfully to your mailbox on the DAASC VAN or your designated VAN. Whenever the BNC sends EDI Notices to your mailbox on the DAASC

VAN, the DAASC system generates and deposits a positive EDI acknowledgment back to the BNC. If you are using another VAN, that VAN must immediately forward an acknowledgment of receipt to the DAASC VAN which in turn places it in the BNC's mailbox.

In the rare case that an acknowledgment is not generated for an EDI envelope sent to you by the BNC, the BNC's EDI Send process is recorded as having failed for the group of EDI Notices contained in that EDI envelope. In this case, the affected Bankruptcy Notices will be printed and mailed to you within two business days.

### ***EDI Data Enveloping***

Within each ISA envelope you receive there will be one functional group (175v3060) that contains all the EDI notices from that district bankruptcy court that are addressed to you (see section 2.3.1 "Routing Bankruptcy Notices to go EDI") for that cycle. Within the GS segment we will use the GS Receiver Application ID that you indicate to the BNC in your Trading Partner Set Up Form.

You will notice that ISA Interchange numbers assigned to your EDI will be unique, but will not be sequential. Functional Group numbers, however, will be sequential as would be expected.

### ***Disseminating Originating Court Information***

If you receive EDI notices from more than one court, you will need to look within the actual transaction set data to determine what court is sending you a particular notice. The CDS07 element indicates the court's district code and CDS09 indicates the office code for the court. Please refer to Code Source 36A supplied with the EDI Implementation Maps to convert the codes to the corresponding district and office names.

### ***Technical Support***

In the event that you should encounter any problems while setting up and/or running your EDI Bankruptcy noticing system with the BNC, please consult the troubleshooting list below.

### ***Troubleshooting***

*You are not receiving any EDI Bankruptcy Notices*

Initial setup and testing of EDI with you should preclude this type of problem. This problem can arise later on if you have your mailbox's "profile" (your ISA Qualifier and ID) changed by the VAN staff without the BNC's knowledge.

*You are not sure about the particular meaning of a mapped EDI loop, segment and/or element in the EDI specification.*

Refer to the appropriate EDI Implementation Map in the Electronic Bankruptcy Noticing Mapping Implementation Guide for the ANSI ASC X12 175 Court Notice Transaction Set available from the BNC.

Call the BNC at 1-800-262-5055 with your question.

*You are not sure how to interpret a particular EDI Bankruptcy Notice that you've received from a court*

Refer to the appropriate EDI Implementation Map in the Electronic Bankruptcy Noticing Mapping Implementation Guide for the ANSI ASC X12 175 Court Notice Transaction Set available from the BNC; or call the BNC at 1-800-262-5055 with your question.

*You've received paper notices when you were expecting EDI notices*

If you receive a notice in the mail that you expected electronically, the cause may be because of a name and address matching discrepancy. This can occur if the particular variation of recipient name and address on the notice as provided by the debtor could not be matched to a name and address combination listed in your EDI Trading Partner Synonym list (Exhibit 2 of the Trading Partner Agreement) Please fax a copy of the Bankruptcy notice and envelope in question to the BNC at 703-758-7370 with a copy to the appropriate court. Please request that the name and address be added to the Trading Partner Synonym list. Additions or deletions will be processed within five business days of receipt.

In the event of a major communications problem with the DAASC VAN, all the Bankruptcy notices that would normally be sent via EDI will be printed and mailed.

# Appendices



## Trading Partner Setup Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### EDI Court Noticing Contacts

Name	Contact Level 1 - Primary 2 - Secondary etc.	Phone Number	E-Mail Address

### Fax Numbers

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Internet Address (if applicable)

General: \_\_\_\_\_

FTP Server: \_\_\_\_\_

### EDI ANSI ASC X12 Addressing Information

ISA Qualifier: \_\_\_\_\_

ISA ID: \_\_\_\_\_

GS Application ID: \_\_\_\_\_

## ***BNC EDI Information***

### ***EDI Information***

Standard: ANSI X12

Version: 3060

Transaction Set: 175 Court Notice

### ***Delimiters***

Segment: Line Feed (ASCII 10)

Element: Pipe (ASCII 124)

Sub-Element: Tilde (ASCII 126)

### ***EDI Address***

VAN: DAASC

ISA Qualifier: ZZ

ISA ID: USCR USCR003 (3 spaces between part one and part two)

### ***GS Application ID***

USCR USCR003 (3 spaces between part one and part two)

## Setup Check List

### Agreements

Done?	To Do Item
	Returned Signed Trading Partner Agreement
	Returned Completed Trading Partner Setup form

### EDI Software

Done?	To Do Item
	Added BNC ISA Qualifier - "22"
	Added BNC ISA ID - "USCR USCR003" (3 spaces between parts 1 and 2)
	Added BNC GS Application ID - "USCR USCR003" (3 spaces between parts 1 and 2)

Name	Contact Email	Phone Number	Fax Number

## *Sample EDI Notices*

### **First Meeting**

#### ***Example 1: Joint Bankruptcy Case***

ST|175|1001  
BGN|05|848117|970325  
CDS|7|B||91-99001||FC|ILN|FD|1  
LS|CED  
CED|N||9C  
DTM|519|911202  
MSG|AMENDED TO CORRECT SSN  
NM1|TO|3|LAST CHANCE AUTO LOANS, INC.  
N3|COLLECTIONS DEPARTMENT  
N3|100 W MAIN STREET  
N3|CHICAGO, IL 60606-6060  
REF|J1|111  
NM1|XB|1|KRAMDEN, RALPH  
N3|1313A DEADEND COURT  
N4|MUNDELEIN|IL|60060-2034  
REF|J1|654321  
REF|SY|111-11-1111  
REF|23|1  
NM1|JT|1|KRAMDEN, ALICE  
N3|1313A DEADEND COURT  
N4|MUNDELEIN|IL|60060-2034  
REF|SY|222-22-2222  
REF|23|2  
NM1|XD|1|MINNESOTA FATS  
REF|23|1  
NM1|XD|1|BEAUFORD T. JUSTICE  
REF|23|1  
NM1|XD|1|KRAMDEN, MAUREEN  
REF|23|2  
NM1|XC|1|PERRY MASON  
N3|1000 EASY STREET  
N3|CHICAGO, IL 60606-6060  
REF|23|1  
PER|KP||TE|(708) 680-9600  
NM1|TY|3|SAMUEL ADAMS  
N3|199 E HAWTHORN PARKWAY STE 9999  
N3|VERNON HILLS, IL 60061  
PER|IC||KP|(800) 555-1212  
NM1|JD|1|MARSHALL|THURGOOD|ERWIN|HONORABLE|III|CT|TEM  
CED|H|SL|9C  
DTM|657|920117|0930

LM|UC  
LQ|J1|FM  
NM1|XG|2  
N3|LAKEVIEW COURTHOUSE  
N3|ROOM 999  
N3|60 N COURTHOUSE ST  
N3|WAUKEGAN, IL 60085  
CED|AS|PR  
CED|CL|5  
DTM|658|920910  
DTM|943|920910  
NM1|XE|2  
N3|UNITED STATES BANKRUPTCY COURT  
N3|P.O. BOX A9999  
N3|SOME CITY, IL 60999-9999  
CED|C|CV||11  
DTM|659|940623  
CED|P|SL  
DTM|656|920317  
LM|UC  
LQ|J6|ODD  
LQ|J6|OD  
CED|H|SL  
DTM|657|970325|1000  
LM|UC  
LQ|J1|CB  
NM1|XG|2  
N3|LAKEVIEW COURTHOUSE  
N3|ROOM 999  
N3|60 N COURTHOUSE ST  
N3|WAUKEGAN, IL 60085  
LE|CED  
SE|74|1001

**341 Example 2: Corporate Bankruptcy Case**

ST|175|1002  
BGN|00|848046|970325  
CDS|7|B||91-99002||FC|ILN|FD|1  
LS|CED  
CED|N||9C  
DTM|519|910107  
MSG|NOTE: SPECIAL FIRST MEETING LOCATION  
NM1|TO|3|KNICKS AND KNACKS, INC.  
N3|ACCOUNTS RECEIVABLE  
N3|100 N LAS PALMAS BLVD  
N3|HEATWAVE, AZ 99999-9999  
REF|J1|123  
NM1|XB|2|NED FLANDERS LEFTORIUM, INC.||||||08|2L  
N3|500 S MAIN STREET  
N3|SPRINGFIELD, IL 60104-1612  
REF|J1|123456  
REF|TJ|36-2764572  
REF|23|1  
NM1|XD|1|LEFTIES R US  
REF|23|1  
NM1|XD|1|SOUTHPAWS, INC  
REF|23|1  
NM1|XC|1|ROBERT S. SHAPIRO  
N3|100 W BIGWIG ST. STE 1000  
N3|CHICAGO, IL 60610  
REF|23|1  
PER|KP||TE|(312) 555-1212  
NM1|TY|3|YUL TRUSTME, ESQ  
N3|1000 CONFIDENCE RD, STE H  
N3|SCHAUMBURG, IL 60173  
PER|IC||KP|(847) 555-1212  
NM1|JD|1| O'CONNOR|SANDRA|DAY|HONORABLE|IV|CT|SDO  
CED|H|SL|9C  
DTM|657|920117|0930  
LM|UC  
LQ|J1|FM  
NM1|XG|2  
N3|LAKEVIEW COURTHOUSE  
N3|ROOM 999  
N3|60 N COURTHOUSE ST  
N4|WAUKEGAN|IL|60085  
CED|AS|PR  
CED|CL|5  
DTM|658|920910  
DTM|943|920910

NM1|XE|2  
N3|UNITED STATES BANKRUPTCY COURT  
N3|P.O. BOX A9999  
N4|SOME CITY|IL|60999-9999  
CED|C|CV||11  
DTM|659|940623  
CED|P|SL  
DTM|656|920317  
LM|UC  
LQ|J6|ODD  
LQ|J6|OD  
CED|H|SL  
DTM|657|970325|1000  
LM|UC  
LQ|J1|CB  
NM1|XG|2  
N3|LAKEVIEW COURTHOUSE  
N3|ROOM 999  
N3|60 N COURTHOUSE ST  
N4|WAUKEGAN|IL|60085  
LE|CED  
SE|67|1002

***Discharge***

ST|175|1003  
BGN|00|848161|970325  
CDS|7|B||91-99003||FC|ILN|FD|1  
LS|CED  
CED|N||DIS  
DTM|519|911202  
NM1|TO|3|QUICK N EASY HOME EQUITY, INC.  
N3|SOUR LOANS DEPARTMENT  
N3|2020 BAUMGARDNER RD  
N3|CHICAGO, IL 60601-3218  
NM1|XB|1|CHANCE, TOM  
N3|9999 TULIP LN  
N4|MUNDELEIN|IL|60060-2034  
REF|J1|123432  
REF|SY|888-88-8888  
REF|23|1  
NM1|JT|1|CHANCE, RITA  
N3|9999 TULIP LN  
N3|MUNDELEIN, IL 60060-2034  
REF|SY|999-99-9999  
REF|23|2  
NM1|XD|1|CHANCE, THOMASINO  
REF|23|1  
NM1|XD|1|METERMAID, RITA  
REF|23|2  
NM1|JD|1|ITO|LANCE||JUDGE||CT|LI  
CED|OR|GR|DIS  
DTM|657|971104  
LM|UC  
LQ|J2|DI  
LQ|J2|DD  
LE|CED  
SE|33|1003



## ***Information Contacts***

### **Bankruptcy Noticing Center**

1-800-262-5055

### **DAASC VAN EDI Help Desk**

Tel: 937-656-3341

Email: [edi@daas.dla.mil](mailto:edi@daas.dla.mil)

### **Administrative Office of the US Courts**

Bankruptcy Court Administration Division  
202-273-1547